



MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT

Justification for Purchasing Promotional Items

Agency/Division Name	Vendor Name
Item Description	
Quantity Being Purchased	Total Cost \$
<p>Before purchasing any promotional items, the following questions must be answered. This is to document what is being purchased and charged to object code #2301 (Promotional Supplies).</p>	
1. Why are the promotional items being purchased?	
2. What value will the agency receive in return for the purchase?	
3. How will the agency or State of Missouri benefit from the purchase, and how was that benefit determined?	
4. If the items will be distributed, who was the intended recipient for the items?	
Signature	Date